

## Payment Receipt Form (Down Payment)

**Receipt No.:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Received From (Payer):** \_\_\_\_\_

**Contact No. / Email:** \_\_\_\_\_

**Amount Paid (in words):** \_\_\_\_\_

**Amount Paid (in numbers):** \$ \_\_\_\_\_

**Payment Method:** \_\_\_\_\_ (Cash / Cheque / Bank Transfer / Other)

**Purpose (Description):** \_\_\_\_\_

**Balance Amount Due:** \$ \_\_\_\_\_

**Received By (Name & Signature):** \_\_\_\_\_

**Date:** \_\_\_\_\_

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This **payment receipt form** sample for down payment provides a clear and professional template to document initial payment transactions. It ensures accurate record-keeping by capturing essential details such as amount, date, and payer information. Using this form helps both parties maintain transparency and trust in financial dealings.